

Donald M Payne Jr for Congress
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Newark, New Jersey 07114

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2013 JAN 23 AM 11:59
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Paul Stoetzer,
Senior Campaign Finance Analyst
Report Analysis Division
999 E Street, NW
Washington, DC 20463

RE: 30 Day Post General Report (10/18/2012 – 11-26/2012)

Dear Mr. Stoetzer:

We are in receipt of your letter dated December 20, 2012 concerning discrepancies noted in the above captioned report. Please be advised that we have filed an amended report on December 27, 2012 correcting the deficiencies.

The following are our responses to the questions raised in your letter.

Item 1

We have filed amendments to the report on December 27, 2012 that corrected the errors noted with respect to the carried forward balances.

Item 2

On occasions we receive checks in the mail from donors who fail to fully complete our solicitation forms. Best efforts are always made by us to obtain the missing information either through follow-up calls or web search. These efforts are not always successful in obtaining the missing information. We have recently instituted procedures, whereby checks received with missing information are not deposited until the missing information is obtained.

Item 3.

The two checks mentioned were received well after the 48-Hour report window by the Campaign office, but the wrong date was inadvertently recorded in the database by the accountant. We have subsequently tightened internal controls on receipts and posting into the database to address this lapse.

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